

# *Public Health Excels When You Do!*

## **Incentive Training: How to Recognize Employees**

**Purpose:** To review the new Incentive Award Policy and to increase recognition of employee achievements.

**Target Audience:** Managers, Directors and Supervisors.

**Learning Objectives:** Upon completion of this training the participant will be able to...

1. Understand the new requirements and regulations in the Incentive Award Policy.
2. Recognize High Level Performance as defined under the new incentive award policy.
3. Implement procedures for Employee Incentives under the new policy.
4. Better recognize and award employee achievement.
5. Improve employee performance and build moral through recognition and incentives.

Tuesday, Jan. 20<sup>th</sup> 10:00 am - 11:00 am,  
Room 114 of the Cannon Building.

Monday, Jan. 26<sup>th</sup> 2:00 pm - 3:00 pm,  
Conference Room "D", 44 Medical Triangle.

Thursday, Jan. 29<sup>th</sup> 1:00 pm - 2:00 pm,  
Room 114 of the Cannon Building.

Thursday, Feb. 5<sup>th</sup> 1:00 pm - 2:00 pm,  
Room 101 of the Cannon Building.

### **Agenda:**

Welcome

Policy Overview

Recognizing Employees

Coaching Activity

Adjourn

**To RSVP** or if you have a question, please call Anita at 801-538-6130 or Karalee at 538-9057

The most important factor is individual recognition – more important than salaries, bonuses or promotions. Most people, whether they're engineers, business managers or machine operators, want to be creative. They want to identify with the success of their profession and their organization. They want to contribute to giving society more comfort, better health, and more excitement. And their greatest reward is receiving acknowledgement that they did contribute to making something meaningful happen.

- Paul M. Cook, Founder and CEO Raychem Corporation